

Setting Up TANF Direct Deposit

This process is used for participants who wish to have TANF benefits deposited into their existing bank account.

- The participant must fill out appropriate paperwork in the Eligibility Case Manager first, including the HCS-179 Direct Bank Deposit Authorization Form.
- Direct deposit cannot be used when a TANF Protective Payee has been assigned to the case.

Step	Action
1.	Access the FIAC (Financial Accounts) screen for the <u>case current</u> month.
2.	Enter information for the bank account as usual, keeping these guidelines in mind: <ul style="list-style-type: none"> • The account type must be either PC (Personal Checking) or SV (Savings). • If the financial institution is a credit union, reflect this in the name of the bank. • Per policy, the PI does not need to be the owner of the account.
3.	Tab to the DIR DEP field at the far right of the FIAC screen, and type Y next to this account. Press Enter to access the DIDE (Direct Deposit) screen. <ul style="list-style-type: none"> • The bank name, account type, and account owner display as entered on FIAC.
4.	On DIDE, enter the bank routing number as shown on the voided check (for a checking account) or deposit slip (for a savings account). <ul style="list-style-type: none"> • Be sure to include any leading or trailing zeros.
5.	Now enter the account number as shown on the voided check or deposit slip. <ul style="list-style-type: none"> • Include any leading or trailing zeros, but not the check number that may appear next to it.
6.	Press Enter to store the information. <ul style="list-style-type: none"> • TEAMS applies a mathematical formula to determine whether the routing number is potentially valid according to banking industry standards. If the routing number passes this test, TEAMS displays the message “Routing Number Accepted.” If an error message displays, correct the routing number as needed. • The PRENOTE SENT field will display 000000 until the next TANF issuance for this case. The required 28-day prenote period will begin automatically at that time. Therefore, one benefit month must pass before direct deposit can begin, assuming the bank finds no problems with the prenote and the account is open at the time of the deposit. <ul style="list-style-type: none"> – Example: Direct deposit information is entered on July 12, 2002. The next issuance occurs on the night of July 26th (for August benefits). DIDE then displays a Prenote Sent date of 072602. The 28-day period expires August 23rd, so September benefits are issued as direct deposit.
7.	Press F5 to return to the FIAC screen. <ul style="list-style-type: none"> • FIAC displays the message, “Direct Deposit Account Has Been Initiated.”
8.	Go to EXPD and change the TANF PMT METHOD code to DIR before authorizing benefits.

To Update Direct Deposit Account Information:

Step	Action
1.	Access the FIAC screen. <ul style="list-style-type: none"> The DIR DEP field will display Y if direct deposit information exists on DIDE.
2.	Update account information such as amount, bank name, etc. if needed. <ul style="list-style-type: none"> Individual fields can be updated without starting a new prenote period. However: If the direct deposit account is deleted from FIAC and readded (such as when changing the account owner), the prenote period starts over. If the participant has changed banks, or the account number has changed, go on to Step 3.
3.	Press F5 on FIAC to access DIDE, then update the routing and/or account number ONLY if changes have occurred. Press Enter to store the change. <ul style="list-style-type: none"> <u>Any</u> change on DIDE resets the Prenote Sent date to 000000 (even if you immediately re-enter it exactly the way it was before).
4.	Press F5 to return to FIAC.
5.	Next to the EXPD screen and make sure the TANF payment method code is DIR. <ul style="list-style-type: none"> TEAMS will continue to issue checks until the prenote period has passed.

PRENOTE REMINDERS

- When does the prenote start?**

It starts at the next TANF issuance after you enter the information on DIDE. The Prenote Sent field on DIDE displays 000000 until then.

- Do I have to tell TEAMS to issue a check during the prenote period?**

No. If the Prenote Sent date is 000000 *or* is less than 28 days ago, TEAMS issues payment by check even if the TANF Payment Method code is DIR.

- What happens if the prenote fails?**

TEAMS doesn't receive information back from the banks. Instead, the Eligibility Case Manager is informed by Fiscal Bureau when a prenote or a deposit has failed. **Enter a case note** when this happens.

Since TEAMS doesn't "know" that the prenote has failed, it can't automatically start the prenote period over. Certain worker actions cause the Prenote Sent date to be reset, as explained in Steps 2 and 3 above. Otherwise, TEAMS will issue payment by direct deposit as soon as the prenote period has passed. You can prevent this, if needed, by changing the Payment Method code or by removing the information from DIDE.

To Delete Direct Deposit Information:

- You can use either FIAC or DIDE to delete information, as described below.

To delete using FIAC:	
Step	Action
1.	Next to FIAC for the case current month.
2.	Type N over the Y in the DIR DEP field at the far right, and press Enter. <ul style="list-style-type: none"> This deletes the routing and account number from DIDE.
To delete using DIDE (allows information to be viewed before deleting it):	
Step	Action
1.	Next to FIAC for the case current month. The DIR DEP field should display Y if information is present on DIDE.
2.	Press F5 to view DIDE. <ul style="list-style-type: none"> If you are sure you want to delete the information, use the spacebar (not the End or Delete keys) to remove the routing and account numbers, - OR - Press F5 to return to FIAC, and delete the information from there as explained above.
3.	Next to the EXPD screen and change the TANF Payment Method code to CHK or EBT as appropriate.

To View the Current TANF Payment Method:

Step	Action
1.	Next to the AFBH or EXPD screen. <ul style="list-style-type: none"> The code shown in the CURRENT PAY METH field (on AFBH) or the TANF PAY METHOD field (on EXPD) shows the payment method that is <i>currently</i> selected for the case, regardless of the benefit month being viewed. The possible codes are DIR (Direct Deposit), CHK (Check), or EBT.

To View the Payment Method for a Past Issuance:

Step	Action
1.	<p>Next to the EXIH screen.</p> <ul style="list-style-type: none">• The prefix on the warrant number (left side of screen) identifies how the issuance information was sent to the SABHRS system for a given month:<ul style="list-style-type: none">– TF means a check was issued (or SB means a check is in the process of being issued).– TD means the payment was sent as direct deposit.<p>Note: If the bank is unable to complete the direct deposit, Fiscal Bureau will issue a check and notify the case manager. Currently, this is not reflected on EXIH; it can only be reflected in Case Notes.</p>– TE means benefits were issued to the Montana Access EBT card.